



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL INTERESTED PERSONS
2	Job Classification	Community Involvement Coordinator
3	Posting Number	PN# 109785
4	Department	Health & Human Services Department
5	Division	Bureau of Human Services
6	Section	Nursing Services
7	Reporting Location	8000 N Stadium Dr., 6 th Floor
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	DESCRIPTION OF DUTIES Functions as a liaison between the department and community civic clubs and cultural organizations promoting and coordinating department programs.	
	CORE FUNCTIONS ➤ Assess and conduct interviews with at risk males. ➤ Coordinates and supervises the daily operations and functions of Title X grant. ➤ Conducts and participates in home visits, training, community projects and coalition meetings. ➤ Educates men on healthy living. ➤ Develops, implements and performs quality improvement activities; ensures compliance with Title X grant standards. ➤ Assists with compilation of monthly and quarterly reports.	
10	WORKING CONDITIONS The position is physically comfortable; the individual has discretion about walking, standing, etc.	
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a Bachelor's degree in Communications, Public Relations, Business Administration or a closely related field.	
12	MINIMUM EXPERIENCE REQUIREMENTS Two (2) years of experience in developing and coordinating community programs or a closely related field are required.	
13	MINIMUM LICENSE REQUIREMENTS A valid Texas Driver License and compliance with City of Houston policy on driving (AP2-2).	
14	PREFERENCES ➤ Bilingual skills preferred (English/Spanish). ➤ Public Health experience preferred and willing to work nights and weekends. ➤ Excellent communication skills: strong oral, written communication and strong organizational skills.	
15	SELECTION/SKILLS TESTS REQUIRED	None
16	SAFETY IMPACT POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.	
17	SALARY INFORMATION GRANT FUNDED POSITION Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: Salary Range - Pay Grade 22 \$1,277 - \$2,388 Biweekly \$33,202- \$62,088 Annually	
18	OPENING DATE	April 5, 2006
19	CLOSING DATE	April 18, 2006
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer	